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ABSTRACT

An annotated selected bibliography of 33 style manuals, three bibliographies of style manuals, and three periodicals routinely furnishing style information provides access to the Madison Memorial Library collection of guides containing consistent rule patterns for punctuation and format for the preparation of research reports, journal articles, and other papers for publication. (RAA)

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# STYLE MANUALS IN MADISON MEMORIAL LIBRARY

Prepared by

Gordon W. Miller

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JAMES MADISON UNIVERSITY

# STYLE MANUALS IN MADISON MEMORIAL LIBRARY

Revised May 1981
Prepared by Gordon W. Miller
Information Services Librarian

This is an annotated, selected list of style manuals available in Madison Memorial Library. Style Manuals are guides containing consistent rule patterns to follow regarding spelling, punctuation, footnoting, etc. in the compilation of a report, research paper, journal article, scientific paper, and other types of publications. The arrangement is alphabetical by author (or main entry) in two sections. The first section contains bibliographies of style manuals. This is followed by the list of style manuals.

In addition to the listed style manuals, many periodicals will include style manual information. There may be reference to another manual or the periodical may briefly describe the style to follow. Some periodicals list this information in each issue while others may do it annually or on an irregular basis. Several examples are:

American Economic Review: Each issue notes that the editor will furnish a "style instructions" manual for use in submitting articles.

American Sociological Review: Each issue includes a brief style manual on the inside front cover or in the preliminary paging.

Art Bulletin: Issues "from time to time" under the column "notes for contributors" briefly describes style practice. The longer "Style Sheets" are available from the College Art Association of America.

The card catalog may be used in locating additional manuals of style. The following subject headings are suggested:

Abstracting
Annotations and citations (Law)
Authority--Handbooks, manuals, etc.
Authorship
Authorship--Handbooks, manuals, etc.
Bibliography--Theory, methods, etc.
Dissertations, Academic
English language--Rhetoric
English language--Usage
Journalism--Handbooks, manuals, etc.
Law--Abbreviations
Printing, Practical--Style manuals
Report writing
Report writing--Bibliography
Social Sciences--Bibliography
Technical writing

## A. STYLE MANUAL BIBLIOGRAPHIES

Ref
LB
2369
C32

California University. University at Santa Barbara. Library. Style Guides for Technical Reports, Journal Articles, Dissertations, Term Papers, Publications, Theses. Santa Barbara: University of California at Santa Barbara, 1975.

This guide is a bibliography of style manuals at the Santa Barbara Library of the University of California. Each entry contains a brief description of the manual. A feature of this guide is a notation for those manuals that are recommended for use by specific academic departments.

Periodical

Carter, Robert R. "Term Paper Aids," RQ 12 (Fall 1972): 52-55.

This is a bibliographic guide to reference sources that have materials in writing a paper. The entries include books that are style manuals. Each entry has a descriptive annotation.

Z
674
A75
no.8

Kinney, Mary R. Bibliographical Style Manuals: A Guide to Their Use in Documentation and Research. Chicago: Association of College and Reference Libraries, 1953.

The arrangement of this book is by subject. It is written in a bibliographical essay format. Although an older work, it is scholarly and has value for its historical content.

## B. SELECTED STYLE MANUALS

T
11
A4
1978

American Chemical Society. Handbook for Authors of Papers in American Chemical Society Publications. Washington, D.C.: American Chemical Society, 1978.

Specifications are provided for use by authors to the publications of the American Chemical Society. Information is given on organizing a scientific paper and how the ACS handles the editorial process with a submitted manuscript. Style information is noted, especially for symbols used with chemical elements. Examples are given for the citing of bibliographies and footnotes.

029.6
A51s
1959

American Institute of Physics. Style Manual for Guidance in the Preparation of Papers for Journals Published by the American Institute of Physics. 2nd ed. New York: American Institute of Physics, 1959.

This manual was designed for use by authors preparing articles to be published by the American Institute of Physics. The introductory chapter discusses the mechanical aspects of writing and proofreading the paper. Attention is given to periodical abbreviations, mathematical expressions, special characters and signs, and handling of illustrations. A sample journal page is added at the end.

Ref
Z
1001
A2
A45
1977

American National Standards Institute. American National Standard for Bibliographic References. New York: American National Standards Institute, 1977.

This manual of style has value for its reference to all types of material. In addition to book and periodical examples, it covers newspaper articles, reports, proceedings, patents, laws, manuscripts, maps, printed music, films, sound recordings, microforms, and computer programs.

Ref
BF
767
A46
1974

American Psychological Association. Publication Manual. 2nd ed. Washington, D.C., American Psychological Association, 1974.

This is the accepted style manual for use in preparing manuscripts for psychological journal articles. The manual is used in preparing theses, dissertations, and research papers. The discussion includes how to submit a manuscript and the publication processes of the American Psychological Association. Appendices provide a listing of journals which follow this manual and examples of reference citations.

Ref
PN
4783
A9
1973

Ayer Public Relations and Publicity Style Book. 4th ed. Philadelphia: Ayer, 1973.

This manual is intended for the writer of material for newspapers, magazines, and broadcasting. Sections are included on forms, the headline, sentence structure, punctuation, and numbers and figures. Appendices include form examples and proofreading marks.

D
13
B334
1977

Barzun, Jacques, and Graff, Henry F. The Modern Researcher. 3rd ed., New York: Harcourt, Brace, Jovanovich, 1977.

Comprehensive coverage for historical writing is provided in this book. The research process is explained in detail. Historical writing is discussed in chapters on organizing the paragraph and chapter, on jargon, and cliches, and on quoting and revising for the printer. One chapter handles rules for citing footnotes and bibliography. Only a few sample citations are provided in this manual.

Ref
Z
1223
A12
B74

Brightbill, George D., and Maxson, Wayne C. Citation Manual for United States Government Publications. Philadelphia: Center for the Study of Federalism, 1974.

This manual of style provides information for citing United States Documents. Following a chapter on the general citing of Documents the book has chapters on Congressional publications, presidential publications, and the various sources that are of a legal nature. Following a final chapter covering periodicals there are appendices listing additional style manual sources and sample citations. Specific Document titles, e.g. Code of Federal Regulations are used in the cited samples.

Ref
LB
2369
C3
1978

Campbell, William G., and Ballou, Stephen V. Form and Style in Thesis Writing. 5th ed. Boston: Houghton Mifflin, 1978.

A comprehensive manual of style. Chapters are included on general report and dissertation writing. Information is given on handling quotations, footnotes, the bibliography, tables, and computer materials. Information on grammatical structure and manuscript typing is provided. A glossary concludes the manual.

Ref
Z
253
C57
1969

Chicago. University. Press. A Manual of Style, Containing Typographical and other Rules for Authors, Printers, and Publishers, Recommended by the University of Chicago Press, Together With Specimens of Type. 12th ed. Chicago: University of Chicago, 1969.

Comprehensive coverage of writing style is provided in this manual. The book is divided into three sections of bookmaking, style, and production and printing. Chapters include

examples of the discussed subject. Topics are included on handling foreign languages; illustrations and photographs; mathematical symbols; the citing of documents from the United States, Great Britain, and the United Nations; and the preparing of an index. A bibliography of reference sources useful in writing is provided.

Ref
QH
304
C68
1978

Council of Biology Editors. Style Manual Committee. Council of Biology Editors Style Manual: A Guide for Authors, Editors, and Publishers in the Biological Sciences. 4th ed. Washington, D.C.: Council of Biology Editors; Arlington, VA: American Institute of Biological Sciences, 1978.

The manual is designed for use in preparing research papers for biological journals. The topics of good writing style and proofreading of the manuscript are discussed. Attention is given to various areas of interest to the biologist, e.g. mathematical formulas and equations, chemical formulas and equations, descriptions of solutions, anatomical nomenclature, etc. A brief bibliography of additional sources completes this book.

808.02
D866T
1967

Dugdale, Kathleen. A Manual of Form for Theses and Term Reports. 3rd revision. Bloomington, Ind., 1967.

This style manual discusses, with samples, the mechanical process of a research paper or thesis. Material is included on the development of a bibliography and an index.

Ref
LB
2369
F5

Fleischer, Eugene B. A Style Manual for Citing Microform and Nonprint Media. Chicago: American Library Association, 1978.

Fleischer's manual attempts to provide style coverage for all forms of nonprint materials. Database/Computer materials are not included. The manual includes nonprint periodical citations. Citation examples are given.

Ref
Z
1001
H95
1968

Hurt, Peyton. Bibliography and Footnotes: A Style Manual for Students and Writers. 3rd ed. Berkley: University of California, 1968.

This comprehensive manual is valuable for its depth of coverage on bibliography and footnote citations. A wide range of document citing is provided. Examples from documents of the United States, United Kingdom, League of Nations, United Nations, and regional organizations are included. Brief coverage is provided for scientific and technical references. Attention is given for typing the manuscript. Specimen pages are appended.

ML
3797
I79
1977

Irvine, Demar. Writing About Music; A Style Book for Reports and Theses. 2nd ed. rev. and enl. Seattle: University of Washington, 1968.

This book contains information in a wide range of music writing style. In addition to bibliography and footnote style, material is provided on topics such as the draft, the mechanics of the typescript, foreign words and addreviations, illustrative material, various printing processes, and the music thesis. Samples are included. A section on writing skills is followed by a sample paper and a bibliography to other style manuals.

808.02
J33b

Janis, J. Harold. The Business Research Paper; A Manual of Standards Including Bibliographical Sources for Reports, Theses, Dissertations. New York: Hobbs, Dorman. 1967.

This manual provides comprehensive coverage for the business research paper. Tables and charts are used to demonstrate the various examples. The process of typing the manuscript is divided into the several required components. Sample pages from a master's thesis demonstrate the various parts of a research paper. A brief bibliography of additional sources completes the book.

Ref
PE
1478
K38
1971

Keithley, Erwin M., and Schreiner, Philip J. A Manual of Style for the Preparation of Papers and Reports. 2nd ed. Cincinnati: South-Western, 1971.

A general style manual which covers, with examples, the basic steps in writing the research paper or report. Bibliography and footnote citation examples are given. A "model report" is appended.

PE
1408
K687

Knapper, Arno F., and Newcomb, Loda I. A Style Manual For Written Communication. Columbus, Ohio: Grid, 1974.

This source includes a chapter on letter writing in addition to the preparation of a general research paper. Sample pages are provided showing various types of letter styles, report pages, etc. Emphasis is given to problems of grammar, troublesome words, and to trite expressions.

T
11
M56

Mitchell, John H. Writing for Professional and Technical Journals. New York: John Wiley, 1968.

This book is designed for the writing of technical and scientific articles. Most of the book covers the collecting and writing of the article. The final chapter centers on several style guides with sample articles. The following organization's style manuals are discussed: Institute of Electrical and Electronics Engineers, American Institute of Biological Sciences, American Chemical Society, American Institute of Physics, American Psychological Association, and the National Education Association. Sample papers are provided for journal articles in geology, literature (from The MLA Style Sheet), art, mathematics, medicine, psychology, sociology, and law.

Ref
LB
2369
M53

Modern Language Association of America. MLA Handbook for Writers of Research Papers, Theses, and Dissertations. Student edition. New York: Modern Language Association, 1977.

A comprehensive style manual and guide to research and writing. Topics include researching the paper, preparing the manuscript documentation, and bibliography (including samples). The appendix contains information on thesis topic selection, the outline, pagination, special thesis/dissertation requirements, and permissions. Sample first pages are given for the research paper, the end notes page, and the bibliography.

Ref
Z
253
M73
1970

Modern Language Association of America. The MLA Style Sheet. 2nd ed. New York: Modern Language Association, 1970.

This style manual was designed for use in literary writing. Separate chapters cover each aspect of the research writing process. Information is given for submitting the manuscript to a publisher, the differing preparation steps between a research paper and a thesis or dissertation, the essential differences (with examples) between bibliography and footnote citing, and the distinction of writing for your audience.

Ref
LB
2369
M64

Morse, Grant W. Complete Guide to Organizing and Documenting Research Papers. New York: Fleet Academic Editions, 1974.

Coverage, in addition to style in writing, includes how to use a library in doing research and the mechanics of typing the research manuscript. There are a number of samples provided including the spacing for preliminary and appendix sections. Sample bibliographies complete the manual.

Ref
PN
147
N26
1974

National Education Association of the United States. Style Manual. NEA Style Manual for Writers and Editors. 3rd ed. Washington, D.C., National Education Association, 1974.

Education in general, and the National Education Association in particular are the areas of emphasis for this style manual. The section devoted to bibliographies and footnotes is discussed with no real distinction between the two forms. The following types of citations are among those included: anthologies, condensations, editorials, excerpts, leaflets, speeches, surveys, and tests. Style coverage is wider than only education.

Ref
PN
4783
J6
1976

The New York Times. Manual of Style and Usage: A Desk Book of Guidelines For Writers and Editors. New York: Quadrangle/New York Times, 1976.

This style manual was compiled for use in editing The New York Times. The arrangement is a dictionary format and includes brief definitions for some entries. The primary use for the manual is in determining correct spelling, hyphenating, and word usage.

Law
KF
240
P7

Price, Miles O., and Bitner, Harry. Effective Legal Research. 3rd ed. Boston: Little, Brown, 1969.

This book provides comprehensive coverage for legal research. The final chapter contains information on the forms to follow in legal citing. Material is included on such research aspects as constitutions, congressional sources, state legislative sources, and English and Canadian statutory materials. Sample citations are given for the various topics covered.

808
S451s

Seeber, Edward D. A Style Manual for Authors: Based on the MLA Style Sheet. Bloomington: Indiana University, 1965.

The emphasis of this style manual is in meeting a publishers requirements for the typed manuscript. The handling of foreign language words, phrases, abbreviations, etc. is featured. A final chapter discusses proofreading and word division. Appendices provide a bibliography of style and a series of specimen pages.

Ref
PN
160
S52
1974

Skillin, Marjorie E., and Gay, Robert M. Words Into Type. 3rd ed. Englewood Cliffs, N.J.: Prentice-Hall, 1974.

Comprehensive coverage of the writing process from the initial work of a research manuscript to the technical aspects of book printing is contained in this volume. Major sections are the manuscript, copy and proof, copy-editing style, typographical style, grammar, use of words, and typography and illustration. Examples are found within each topic discussed. A glossary of terms, mainly of the print trade, completes the book.

Ref
LB
2369
T8
1973

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed. Chicago: University of Chicago, 1973.

A comprehensive manual of style based on the University of Chicago Manual of Style. Chapters discuss the several parts of the paper. One chapter provides sample bibliography and footnote citations by type of source being cited. Handling of the scientific paper is discussed as a separate topic. The final chapter on "typing the paper" discusses each step of producing the completed manuscript.

LB
2369
T82
1969

Turabian, Kate L. Student's Guide for Writing College Papers. 2nd ed. Rev. Chicago: University of Chicago, 1969.

This volume is based on the University of Chicago Manual of Style. Information is given on choosing a research topic, how to collect the material, planning the paper, and finally writing the paper. The last chapter provides footnote and bibliography citing forms. Two appendices show a sample research paper and a selective list of reference works.

Law
KF
246
U5
1975

A Uniform System of Citation: Forms of Citation and Abbreviations. 11th ed. Cambridge, Mass.: Harvard Law Review Association, 1967.

A style manual for use in legal citations. In addition to citations for American legal material, there is information on citing specific foreign and world organizations legal material.

I19.2:SU3/5/978

United States. Geological Survey. Suggestions to Authors of the Reports of the United States Geological Survey. 6th ed. Washington, D.C.: Government Printing Office, 1978.

Although published for writers of Geological Survey reports this manual has value for all geological and earth science writing. The manual contains style literature applicable to general writing, e.g. footnotes, bibliographies, and grammar. It also contains information on geologic symbols, maps, stratigraphic descriptions, geographic names, and use of the computer in geologic reports.

Ref
Z
253
U58
1973

United States. Government Printing Office. Style Manual. Rev. ed. Washington, D.C.: Government Printing Office, 1973.

This manual is used by the Government Printing Office in its printing operations. Comprehensive coverage of printing style is provided on such topics as patents, legal citations, countries, foreign languages, Congressional and Executive Branch printing, and general grammatical structure. Examples are provided for each discussed topic.

United States. National Cancer Institute. A Compilation of Journal Instructions to Authors. Washington, D.C.: Government Printing Office, 1979.

HE20.3152:J82/979

A list of 219 research journals on cancer literature is provided in this style manual. The journal publishers have provided their own style information to the research writer.

Ref
PN
146
V36
1978

Van Leunen, Mary-Claire. A Handbook for Scholars. New York: Knopf, 1978.

This style manual puts its emphasis on citations, quotations, footnotes, references, and reference lists. Examples are given at all points in the text. A feature of the manual is a marked provision for "bad" examples. Appendices provide chapters on the vita and United States Document citing.